

MICHIGAN DEPARTMENT OF EDUCATION  
*Early On*<sup>®</sup> Michigan  
Infant and Toddler Early Intervention System  
Part C of the Individuals with Disabilities Education Act  
Competition for Major Activities

Grant Application for  
**Qualitative Compliance Information Project**

**DUE AT ISSUING OFFICE BY 5:00 P.M., FRIDAY, AUGUST 1, 2008**

**This packet includes:**

Grant Announcement

Part I General Information for the Applicant

Part II Information Required from Applicants

Part III Work Statement

Part IV Application Information and Instructions and Review Criteria

Application Checklist

**NATURE OF ACTION REQUESTED: Voluntary**

The Michigan Department of Education is pleased to announce the availability of funds for grant(s) to support the Qualitative Compliance Information Project (QCIP) components for the infant and toddler early intervention system commonly referred to as *Early On*<sup>®</sup> Michigan. At the May 13, 2008 meeting, the State Board of Education approved criteria to guide the selection of proposals. The grant will be awarded by competitive application process.

Information on completing the QCIP grant application is available on-line at <http://www.michigan.gov/earlyon>. Applications must be received at the Department of Education by Friday, August 1, 2008. An **ORIGINAL AND SEVEN COPIES** of the completed application must be submitted at that time.

Questions regarding the QCIP grant may be directed to Vanessa Winborne, Part C Coordinator; or Mischele McManus, Consultant; Office of Early Childhood Education and Family Services, at (517) 373-8483.

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**Michigan Department of Education  
OFFICE OF EARLY CHILDHOOD EDUCATION AND FAMILY SERVICES  
APPLICATION FOR THE QUALITATIVE COMPLIANCE  
INFORMATION PROJECT GRANT**

**Part I. General Information for the Applicant**

**I-1. Introduction**

This grant application provides potential grantees with information for preparation and submission of a proposal for consideration by the Michigan Department of Education (MDE), to provide data collection systems and training and technical assistance to service areas to utilize those systems, to collect, analyze, and report to the MDE children, family, and system outcomes for *Early On*<sup>®</sup> Michigan, the Infant and Toddler Early Intervention System, under Part C of the Individuals with Disabilities Education Act (IDEA).

Part C of IDEA is the federal legislation which supports funding to states to assist in the planning, development, and delivery of a statewide, comprehensive, coordinated, multidisciplinary, interagency system of early intervention services to infants and toddlers with special needs, and their families.

The State Board of Education has approved the use of up to \$344,731 from the Part C of IDEA federal allocation to Michigan (dependent upon approval of the federal application and receipt of funds) for an award to support this component of the early intervention system. The first year of this grant is effective October 1, 2008 and continues through September 30, 2009. Subsequent funding through 2013 will be contingent upon the performance of the grantee(s) and the receipt of the federal Part C allocation by MDE.

**I-2. Grant Purpose**

The continuing success of the implementation of Part C of IDEA in Michigan is greatly dependent upon an effective system of data collection. The data collected, analyzed, and reported to the MDE and the local service areas will be used to evaluate state and local systems of early intervention and to drive continuous improvement of those systems.

The specific purpose of this grant is to manage the collection of family and child outcome data, as required by IDEA. The grantee will administer the National Center for Special Education Accountability Monitoring (NCSEAM) Family Outcomes Survey to the families of all children receiving Part C services during the appropriate time period and will utilize various methods to ensure an acceptable return rate from various demographic groups. Early childhood outcome data will also be collected for all children receiving Part C services through a web-based

system. The grantee will be responsible for training and supporting local *Early On* staff to utilize the data collection system.

Furthermore, the grantee will analyze the family and child outcome data collected and report the data back to the MDE as well as the local service areas. As needed, the grantee will collaborate with other MDE grantees to ensure a seamless system of data collection, analysis, and reporting.

### **I-3. State Board of Education Strategic Goal and Priorities**

The State Board of Education has adopted as its Strategic Goal “Attain substantial and meaningful improvement in academic achievement for all students/children with primary emphasis on high priority schools and students.” In addition, the State Board has adopted the following priorities for 2007-2008 to implement the goal:

- Continue to advocate and promote high school reform, with an emphasis on relevance, relationships, and implementation.
- Review the financial structure essential to achieve the State Board of Education’s expectations for student achievement.
- Implement the “darkening the dotted lines” partnership between the Michigan Department of Education and the intermediate school districts.
- Continue to review teacher preparation programs and improve the certification process.

To the extent possible, all grant criteria and grant awards will include priority consideration of the Strategic Goal and Priorities. The QCIP will address the strategic goal by providing outcomes data to MDE and the local service areas for use in continuous improvement toward excellence. Additionally, the QCIP will utilize web-based data collection and reporting to the extent possible to make data more quickly and easily accessible to all.

### **I-4. Eligible Applicants**

Eligible applicants include agencies, organizations, or institutions that can demonstrate previous experience in family and child outcomes data collection. The successful applicant(s) should have knowledge of early intervention systems and background in training and supporting local staff in the use of web-based data collection systems, sorting and analyzing data from multiple users, and reporting data analysis for use at the state and local levels.

### **I-5. Grant Range and Funding Limit**

Up to \$344,731 is available for the grant. This is a five year project with annual renewal contingent upon performance and availability of funds.

## **I-6. Type of Grant**

It is proposed that if a grant is entered into as a result of this announcement, it will be a time and materials negotiated grant. Negotiations may be undertaken with the applicant who appears to be the most qualified, responsible, and capable of performing the work outlined in this application. The grants that may be agreed upon will be the most advantageous to the MDE, price, and other factors considered. MDE reserves the right to consider proposals and modifications thereof received at any time before the award is made, if such action be in the interest of MDE.

## **I-7. Rejection of Proposals**

MDE reserves the right to reject any and all proposals received as a result of this announcement, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of MDE. This announcement is made for information or planning purposes only. MDE does not intend to award the grant solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained. Additionally, past performance on other grants, demonstrated knowledge of the *Early On* system or other relevant factors will be considered when recommendations for the grant award are made to the Superintendent of Public Instruction.

## **I-8. Closing Date and Delivery Address**

This announcement is issued for the State of Michigan by the Michigan Department of Education, Office of Early Childhood Education and Family Services, (517) 373-8483. The Issuing Office is the sole point of contact for this announcement.

Due to current security measures, THIS GRANT APPLICATION MAY NOT BE HAND-DELIVERED. The ORIGINAL application bearing ORIGINAL signatures (in blue ink) and seven (7) copies (FOR A TOTAL OF EIGHT) of the completed application **must be documented by delivery agent for delivery on or before Friday, August 1, 2008.**

Acceptable packaging and mailing procedures are:

- **The postmark or other mailing validation must be documented by delivery agent for delivery on or before Friday, August 1, 2008.** The original grant and copies should be enclosed in a sealed envelope within the mailing package. The checklist on page 23 must be completed and attached to the top of the original application for appropriate check-in by the unit secretary. If the applicant used a delivery service, the **dated receipt** for delivery service must be available to **validate the August 1, 2008** delivery agreement.
- When the grant application is received, the check-in form on the front of the application package will be signed by the appropriate MDE personnel and then faxed to the applicant to verify receipt of the application and participation in the

competitive process at MDE. **The applicant is responsible for contacting William Rowan at (517) 373-8483 or [rowanw@michigan.gov](mailto:rowanw@michigan.gov) by 9 am, Monday, August 4, 2008 if the applicant does not receive a faxed copy of the signed check-in form.**

- In case of a late delivery of the grant application, verification of appropriate delivery efforts will be required to participate in the competitive grant process.

Applications sent by mail should be addressed to:

Regular Mail

Michigan Department of Education  
Office of Early Childhood Education  
& Family Services  
*Early On*<sup>®</sup> Michigan  
P.O. Box 30008  
Lansing, Michigan 48909

Overnight/Express

Michigan Department of Education  
Office of Early Childhood Education  
& Family Services  
*Early On*<sup>®</sup> Michigan  
Hannah Bldg., 4<sup>th</sup> Floor, Pillar H-17  
608 W. Allegan Street  
Lansing, Michigan 48933  
(517) 373-8483

**No facsimile transmissions will be accepted.** Late application, an application submitted by facsimile, or an application submitted, but not in accordance with the application preparation instructions (below), **will not** be accepted and will be returned to the applicant **without review**.

#### **I-9. Application Preparation, Page Limit, Font Size and Packaging**

Applications should be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirement of the announcement. **Fancy bindings, covers, colored displays, promotional material, etc., are not permissible.** The proposal should be stapled in the upper left hand corner. Emphasis should be on completeness and clarity of content.

Proposals should be limited to not more than 30 pages, exclusive of resumes, the separate price and cost analysis, and the assurance of compliance with state and federal law, including those prohibiting discrimination. The proposals must be typed on 8 ½ x 11 paper in the Verdana font no smaller than 10 point, and margins no smaller than one-half inch. Reductions to a smaller size are not acceptable.

#### **I-10. Incurring Costs**

The State of Michigan is not liable for any cost incurred by the applicants prior to execution of a grant agreement.

#### **I-11. Issuing Office**

The instructions contained in these materials are issued by the Michigan Department of Education, which is the sole point of contact in the state for this

program. Questions regarding applications should be directed to the Office of Early Childhood Education and Family Services at the Michigan Department of Education at (517) 373-8483.

### **I-12. Preproposal Conference Call**

A preproposal conference call will be held Wednesday, July 16, 2008 from 2 p.m. to 3 p.m. The purpose of this conference call is to discuss the QCIP application and allow potential applicants to ask questions related to the application and implementation process. Office of Early Childhood Education and Family Services staff will be available to provide technical assistance as needed. There is no charge for this technical assistance. **Pre-registration is required by e-mail.** Individuals planning to participate in this conference call should e-mail William Rowan at [rowanw@michigan.gov](mailto:rowanw@michigan.gov) and provide their name, agency, and phone number. A confirmation, including instructions on how to connect to the conference call, will be e-mailed **one week before the conference call**. Copies of the application will be accessible at <http://www.michigan.gov/earlyon>.

This preproposal conference call is for information only. The Office of Early Childhood Education and Family Services retains the right to make modifications to this announcement, if it is necessary, to comply with laws or ensure a clearer understanding of its content.

### **I-13. Addenda to the Announcement**

In the event it becomes necessary to revise any part of this announcement, an addenda will be posted on the <http://www.michigan.gov/earlyon> website.

### **I-14. Proposals**

To be considered, each applicant must submit a complete response to the components in this announcement, using the format in Part II. An original and seven (7) additional copies of each proposal will be made by the applicant. Proposals must be signed by an official authorized to bind the applicant to its provisions. The proposal must remain valid for at least sixty (60) days.

### **I-15. Acceptance of Proposal Content**

The contents of the proposal of the successful applicant may become contractual obligations, if a grant ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

### **I-16. Cancellation**

The Office of Early Childhood Education and Family Services (ECE&FS) may cancel the Contract for:

1. Default of the Contractor.



2. In the event ECE&FS no longer needs the services or product specified in the Contract, or in the event the program changes, changes in laws, rules or regulations, relocation of offices occur, or ECE&FS determines that statewide implementation of the Contract is not feasible, or if prices for additional services requested by ECE&FS are not acceptable to ECE&FS.

### **I-17. Oral Presentation**

Applicants may be required to make oral presentations of the proposal to MDE. These presentations provide an opportunity for the applicant to clarify the submitted proposal to insure thorough mutual understanding. The Issuing Office will schedule the presentation, if necessary.

### **I-18. Prime Responsibilities**

The selected applicant will be required to assume responsibility for all services offered in the submitted proposal whether or not the applicant produces them. Further, MDE will consider the selected applicant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the grant.

### **I-19. Grant Payment Schedule**

All recipients are required to request funds, as needed to pay bills, from the Michigan Department of Education. MDE's Office of Financial Management administers the Cash Management System (CMS). This system allows recipients of federal and state grants (excluding State School Aid) to report expenditures and request cash via the internet.

### **I-20. Financial Reporting**

Final expenditure reports (4044) with separate expenditure details will be required for all projects. Each final report is due within 60 days of the ending date of the project. It is expected that programs have standard account audits completed prior to the submission of the 4044. Agencies/districts that receive more than \$500,000 in federal funds are subject to the Circular A-133 audit requirements.

### **I-21. Account and Audit Requirements**

The applicant will maintain a separate accounting of expenditures for this contract for each fiscal year it is awarded. Funds will only be requested as needed to meet immediate obligations and shall not be drawn for purposes other than those directly related to this contract. Normally acceptable accounting procedures will be used. The agency's independent auditor will be made aware of the contract so that the auditor can review expenditures as required by federal single audit requirements. The auditor must review all contracts over \$25,000. Employees of MDE may not be employed or contracted under this grant.

Expenses charged to this contract will not be charged to any other state or federal source and this contract will not be used to supplement mandated state or local costs.

## **I-22. Release of Information**

Grantee-initiated publication in or release to any media of any information pertaining to the grant, work performed under the grant, products of the work and materials based upon the products shall occur only with prior written permission of the Issuing Office and in coordination with its grant monitor, except:

- A. That grantee-initiated publication of scholarly articles in referred, scholarly publication shall occur only after formal consultation with the Issuing Office's monitor; and
- B. That the intent of this provision shall not be construed to prohibit the governing board of a public university, college, or other public agency from routinely announcing or allowing public announcement of the receipt of the grant.

## **I-23. Disclosure**

After the Michigan Department of Education awards a grant, all information in an applicant's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act." This act also provides for complete disclosure of grant agreements and attachments thereto.

## **I-24. Independent Price Determination**

- A. By submission of a proposal, the applicant(s) certifies, and in the case of a joint proposal by each party there certifies as to its organization, that in connection with the proposal:
  - 1. The prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other applicant or with any competitor;
  - 2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the applicant and will not knowingly be disclosed by the applicant prior to award directly or indirectly to any other applicant or to any competitor; and
  - 3. No attempt has been made or will be made by the applicant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- B. Each person signing the proposal certifies that:
  - 1. He/she is the person in the applicant's organization responsible for the decision as to the prices being offered in the proposal and that he/she has

- not participated, and will not participate, in any action contrary to paragraph I-24. A.1, 2, and 3 above; or
2. He/she is not the person in the applicant's organization responsible for the decision as to the prices being offered in the proposal but that he/she has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to paragraph I-24. A.1, 2, and 3 above, and as their agent does hereby certify; and that he/she has not participated, and will not participate, in any action contrary to paragraph I-24. A.1, 2, and 3 above.
- C. A proposal will not be considered for award if the sense of the statement required in the Budget Detail portion of the proposal has been altered so as to delete or modify paragraph I-24. A.1, 2, and 3 above. If paragraph A.2 has been modified or deleted, the proposal will not be considered for award unless the applicant furnished with the proposal a signed statement which sets forth in detail the circumstances of disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

#### **I-25. Grant Control**

- A. The grantee will carry out the terms of the grant in coordination with the Issuing Office.
- B. The grantee's director will meet quarterly, or as determined by the grant monitor, on site or in Lansing, with the Issuing Office's grant manager for the purpose of reviewing progress and providing necessary guidance to the grantee in resolving problems which may arise.
- C. With the initiation of the work under the grant, the grantee will provide written program progress reports as requested by the Issuing Office, as outlined in the Major Grantee Responsibilities section.
- D. Within one month after the termination of work under the grant, the grantee will submit a detailed final narrative report as outlined in the Major Grantee Responsibilities section.
- E. Within thirty (30) days following liquidation of the final expenditure, but no later than sixty (60) days after the ending date of the grant, the grantee will submit a final financial report on forms provided by MDE.

#### **I-26. Period of Funding**

Part III, the "Work Statement" of this announcement, contains grantee(s) responsibilities, work outcomes and objectives for five project years. It is MDE's intention, but not binding commitment, to fund an additional year or additional years.

In any case, the grant, if awarded, will be for five years or less. Award of funds for continuation of multiple-year grants will depend upon considerations which include, but are not limited to, the results of an annual evaluation of the work and grantee's

performance, the availability of funds, and the submission and acceptance of a continuation proposal.

### **I-27. Non-Discrimination and Other Compliance with Law**

Applications must include a statement of assurance of compliance with all federal and state laws and regulations prohibiting discrimination and with all requirements and regulations of the MDE and the U.S. Department of Education (ED).

The assurance must state that it is the policy of the applicant's organization that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it received funding from MDE or ED.

The grantee agrees to comply with all applicable requirements of all state statutes, federal laws, executive orders, regulations, policies and award conditions governing this program. The grantee understands and agrees that if it materially fails to comply with the terms and conditions of the grant award, MDE may withhold funds otherwise due to the grantee from this grant program, any other federal grant programs or the State School Aid Act of 1979 as amended, until the grantee comes into compliance or the matter has been adjudicated and the amount disallowed has been recaptured (forfeited). MDE may withhold up to 100 percent of any payment based on a monitoring finding, audit finding or pending final report.

### **I-28. Americans with Disabilities Act**

MDE is committed to providing equal access to all persons in admission to, or operation of its programs or services. Individuals with disabilities needing accommodations for effective participation in this program are invited to contact MDE for assistance.

### **I-29. Ownership**

All products, materials, and other tangible outcomes resulting from work performed under the grant(s) will be the exclusive property of MDE, which reserves the right to copyright or patent them, or otherwise protect their integrity and availability for public use. MDE reserves the right to review all products prior to statewide dissemination. All products and materials must include the statement:

*"This document was produced through an IDEA grant awarded by the Michigan Department of Education. The opinions expressed herein do not necessarily reflect the position or policy of the Michigan Department of Education and no endorsement is inferred. This document is in the public domain and may be copied for further distribution when proper credit is given. For further information or inquiries about this project, contact the*

### **I-30. Indemnification**

The grantee, as a condition of the grant agreement that may ensue from this announcement, shall indemnify and hold harmless the State of Michigan and its agent and employees from and against all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from the commodity, construction and/or service required by the grant agreement, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act of admission of the grantee, any subgrant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the State of Michigan or any of its agents or employees by any employee of the grantee, any subgrant, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this indemnification agreement shall not be limited in any way by any limitation on the amount or type of damage, compensation, or benefits payable by or for the grantee or any subgrant under Worker's Disability Compensation Acts, disability benefits acts, or other benefit acts.

The obligations of the grantee under this indemnification agreement shall not extend to the liability of the State of Michigan, its agents or employees arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specification, or (2) the giving of or the failure to give directions or instructions by the State of Michigan, its agents or employees provided such giving or failure to give is the primary cause of the injury or damage.

### **I-31. Grantee's Liability Insurance**

The grantee, as a condition of the grant agreement that may ensue from this announcement, shall purchase and maintain such insurance as will protect the grantee from claims set forth below which may arise out of or result from the grantee's operations under the grant agreement, whether such operations be by the grantee or by any subgrant or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable for:

- A. Clients under worker's disability compensation, disability benefit and other similar employee benefit act, a non-resident benefit and other similar employees benefit act. A non-resident grantee shall have insurance for benefits payable under Michigan's Worker's Disability Compensation Law for any employee resident of and hired in Michigan; and as respects any other

employee protected by worker's disability shall have compensation laws of any other state that grantee shall have insurance or participate in a mandatory state fund to cover the benefits payable to any such employee;

- B. Claims for damages because of bodily injury, occupational sickness or disease, or death of employees;
- C. Claims for damages because of bodily injury, sickness or disease, or death of any person other than employees, subject to limits of liability of not less than \$300,000 each occurrence and when applicable, \$400,000 annual aggregate, for non-automobile hazards and as required by law for automobile hazards; and
- D. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from, subject to a limit of liability of not less than \$50,000 each occurrence for non-automobile hazards and as required by law for automobile hazards.

Insurance for subparagraphs (C) and (D) non-automobile hazards on a combined single limit of liability basis shall not be less than \$300,000 each occurrence and when applicable, \$300,000 annual aggregate.

The insurance shall be written for not less than any limits of liability herein specified or required by law, whichever is greater, and shall include contractual liability insurance, as applicable, to the Grantee's obligations under the indemnification clause of the Grant Amendment.

### **I-32. Assurance of Grant Conditions**

The submission of a proposal, signed by an official authorized to bind the agency submitting the proposal contractually, shall constitute assurance that the proposing agency has accepted, unconditionally and without reservation, all conditions, requirements, and specification of Part I of this announcement. In addition, such submission shall constitute assurance that the submitting agency understands that all or any part or parts of this announcement may be included by reference in any grant agreement based on this announcement.

## **Part II. Information Required from Applicants**

Proposals must be submitted in the format outlined below. Use only the Arabic numerals to designate sections of the submitted proposal which corresponds to the sections of the format. (Do not use the Roman numeral II used in the announcement to designate Part II, nor the III which indicates Part III. Failure to comply with these directions may cause confusion and result in a lower score for the sections identified.)

## **II-1. Cover (Page 1 of form IM-02-11)**

The agency/organization submitting the application and that will be the fiscal agent for the project must be fully identified, with information about the contact person for this program. Complete all boxes, including federal identification number, addresses, e-mail addresses and telephone numbers. This page must be signed by the authorized signatory, that is, the person within the agency/district who has legal oversight responsibility, e.g., the superintendent or chief executive officer.

## **II-2. Assurances and Certifications (Pages 1a and 1b of form IM-02-11)**

Signature of authorized official of the agency/district on page 1b also applies to the statements on page 1a.

## **II-3. Project Abstract (Page 2 of form IM-02-11)**

A Project Abstract of the proposed program must be completed and returned with the application. This page should explain enough of the project to be able to be duplicated and distributed to others who may ask for information about the QCIP. The Project Abstract is limited to one page ONLY. This page may be single-spaced with a 10-point Verdana font and have margins of less than one inch.

The Project Abstract must briefly describe the activities of the project to meet the needs expressed (Description of Project), highlight key people who will be involved with the project (Qualifications of Key Personnel), and provide a statement regarding the applicant's commitment to and capacity for carrying out the project (Applicant's Commitment and Capacity). Please note that the "Description of Project" will be used as a summary of the project.

## **II-4. Business Organization**

On a separate sheet (not included in maximum page limit) provide the full name and address of your agency, organization or program and, if applicable, the branch office or other subordinate element that will perform or assist in performing the work proposed. Indicate whether the applicant will operate as an individual, partnership or corporation; if as a corporation, include the state in which the applicant is incorporated. If appropriate, state whether the applicant is licensed to operate in the State of Michigan.

## **II-5. Proposed Project**

Provide a narrative overview of the proposed effort, (a) specifying the activities, events and projects that will be delivered and developed, and (b) including a proposed outline of the final report.

## **II-6. Adequacy of Resources and Commitment**

An agency, organization, or program must provide, in narrative form, evidence of its ability to perform the work of this grant and should include, in this section, descriptions of qualifications or corporate experience which includes descriptions, costs, and starting and completion dates of projects successfully completed. Also, show the name, address, and phone number of the responsible official of the client organization who may be contacted regarding the projects listed.

Provide an overview of any direct or in-kind financial or other contribution to the implementation of the project. Also show how the project may be carried out with existing facilities, equipment, staffing and other resources.

## **II-7. Project Implementation Plan (Page 3 of form IM-02-11)**

Provide an overview of each program component or element, the objective, strategies, foundation, measurement of quality, timeline, and monitoring for continuous improvement.

## **II-8. Quality of Personnel (Page 4 of form IM-02-11)**

The agency, organization, or program must be able to staff a project team which possesses the talent and expertise necessary to accomplish the tasks involved. List the executive, professional and technical personnel who will be employed, noting individuals' skills and qualifications which apply to the work proposed. Show where the personnel will be physically located when they are working on the project. Identify by name and title staff who are considered key to the successful completion of the project.

Describe the need for consultants, if any, and show how their efforts are directly related to the objectives of the project.

Indicate the number of hours allocated for each task on a staff person-by-task chart. Include consultants, if any. (Reviewers consider this chart a key component in the understanding and scoring of proposals.)

The amount and type of personnel time proposed should be commensurate with the tasks and activities required to achieve the objective of the project. The salaries and fringe benefits for project personnel should be commensurate with the amount of time (based upon a full-time annual base of 2080 hours) to be actually devoted to the project and to the level of responsibility of each project person. Attach resume(s) or position description of the proposed project staff.

## **II-9. Quality of Management Plan**

Provide, in the narrative, an overview of an implementation and management plan that incorporates improvement strategies and addresses all components of the subgrant.



## **II-10. Evaluation**

Include, in the narrative, a formative/summative plan for evaluating the performance of the grant project.

## **II-11. Significance**

Discuss elements and evidence that assures that the applicant has the ability and knowledge to implement and effectively address all goals, objectives and activities in the subgrant, thus having a significant impact on the quality of Michigan's *Early On* system.

## **II-12. Budget (Page 5 of form IM-02-11)**

The information requested in this section is required to support the reasonableness of your quotation. The data will be held in confidence and will not be revealed to or discussed with competitors as specified in the "Release of Information" section in Part I. Follow the form outlined below to detail the items that are summarized on the Budget Summary form.

- A. **Personnel Costs**. Itemize to show the following for each category of personnel with a different rate per hour:
  - 1. Category; e.g., project manager, evaluation specialist, system analyst, etc.;
  - 2. Estimated hours/FTE;
  - 3. Rate per hour; and
  - 4. Total cost for each category and for all other personnel.
- B. **Cost of Supplies and Materials**. Itemize.
- C. **Transportation Costs**. Itemize by person and task to make clear that the amount and nature of travel is directly linked to the accomplishment of the objectives of the project. Show travel costs and per diem separately. Provide rates and multipliers (e.g. miles, days, persons) such that reviewers can see how you arrived at the amounts proposed.
- D. **Equipment Costs**. For the purposes of the QCIP grant, equipment is defined as any individual item or unit valued at \$1,000. Itemize.
- E. **Other Costs**. Itemize.
- F. **General and Administrative Burden or Overhead**. The link between the work to be done and the need for indirect cost should be made clear. Indicate the percentage and total. Universities, private and public agencies, organizations, programs or firms must propose not more than eight (8) percent of their request as their direct cost. Intermediate school district

and local education agencies are limited to the restricted indirect rate established for them by the Michigan Department of Education.

G. **Total Price Bid for Project.**

- H. **Independent Price Determination.** Include a statement as follows: "This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled "Independent Price Determination" in Part I of this announcement.

## **II-13. Additional Information and Comments**

Include any other information that is believed to be pertinent to the implementation of the grant, but not specifically asked for elsewhere. These pages are subject to the page limitation stated in the "Application Preparation, Page Limit, Font Size and Packaging" section of Part I (I-9).

## **II-14. Appendices**

Include the certification of non-discrimination and other compliance as specified in the "Grant Control" section of Part I (I-25), and resumes or job descriptions of principal staff. Do not include lengthy general lists of publications or other documents unless their inclusion is ESSENTIAL to reviewer's understanding of your proposal and you make explicit reference to them in the body of proposal. (Appendices are not part of the page limitation stated in the "Application Preparation, Page Limit, Font Size and Packaging" section of Part I (I-9).)

## **Part III. Work Statement**

### **III-1. Applicants**

The Michigan Department of Education, Office of Early Childhood Education and Family Services, wishes to award one grant to any agency, organization, or institution with expertise in appropriate areas.

### **III-2. Grant Description and Amount of Award**

The specific purpose of this grant is to manage the collection of family and child outcome data, as required by IDEA. The grantee will administer the NCSEAM Family Outcomes Survey to the families of all children receiving Part C services during the appropriate time period and will utilize various methods to ensure an acceptable return rate from various demographic groups. Early childhood outcome data will also be collected for all children receiving Part C services through a web-based system. The grantee will be responsible for training and supporting local *Early On* staff to utilize the data collection system.

Furthermore, the grantee will analyze the family and child outcome data collected and report the data back to the MDE as well as the local service areas for continuous system improvement. As needed, the grantee will collaborate with other MDE grantees to ensure a seamless system of data collection, analysis, and reporting.

For the initial period of the grant, the total sum of up to \$344,731 will be available for this project. The first year grant award will end on September 30, 2009. Subsequent funding for up to four additional years, through the year 2013, will be contingent upon the performance of the grantee, the availability of funds, and the priorities of the Department. Levels of continued funding may vary depending on federal appropriations under Part C of IDEA.

\*Please note that funds for this project are awarded to the state for a two-year period; however, the funding cycle for this project is for five years.

### **III-3. Definitions**

**Early Intervention Services:** Developmental services, provided under public supervision, which are designed to meet infants' and toddlers' needs in the following areas: physical development, cognitive development, communication development, social or emotional development, and adaptive development. Services may include, but are not limited to: family training; counseling, and home visits; special instruction; speech pathology and audiology; nursing; occupational therapy; physical therapy; psychological services; service coordination services; medical services only for diagnostic or evaluation purposes; early identification, screening, and assessment services; health services necessary to enable the infant or toddler to benefit from the other early intervention services; social work services; vision services; assistive technology devices and assistive technology services; and transportation and related costs that are necessary to enable an infant or toddler and the family to receive early intervention services.

**Early On<sup>®</sup> Michigan:** The copyrighted name for the interagency early intervention system in Michigan under Part C of IDEA.

**Families:** Primary caregivers for the targeted population; this may include biological or adoptive parents, foster parents, guardians, or other, as situations prescribe.

**Infants and Toddlers:** Children age birth through two (2) years (birth-36 months).

**Part C of IDEA:** The portion of the Individuals with Disabilities Education Act that pertains to infants and toddlers with disabilities and their families.

**Special Needs:** Handicapping conditions, developmental delay, or significant risk of developmental delay due to established risk, biological or medical risk, or environmental factors.

**Michigan Interagency Coordinating Council:** The federally-mandated, state advisory body appointed by the Governor to advise and assist the lead agency in developing and implementing policies to achieve a statewide, coordinated, multidisciplinary, interagency Part C delivery system.

**Strategic Plan/Service Area Improvement Plan:** A design within which an organization establishes its direction, intent, and parameters or rules for implementation. The design should include: a vision; a clear statement of what is to be addressed; a broad goal statement; expected outcomes; strategies and actions; and operational definitions, standards, and guidelines for implementation.

**Technical Assistance:** Targeted and time-limited instruction, support, and consultation to individuals and groups to revise, improve, and enhance policies, procedures and practices.

**Training:** Planned interactive instruction, guidance, and consultation provided over time which facilitates measurable change and improvement in practice, group processes, and policy development.

#### **III-4. Criteria**

The successful applicant should have knowledge of early intervention systems and background in training and supporting local staff in the use of web-based data collection systems, sorting and analyzing data from multiple users, reporting data analysis for use at the state and local levels, and collecting data consistently from year to year. Applicants must be able to collaborate with other *Early On* entities. Applicants must demonstrate an understanding of the statutory requirements of Part C of IDEA, and must be able to demonstrate capacity to support this activity. In order to receive a score of highly recommended, the applicant must address all project objectives in the proposal. If each objective is not addressed in a clear, attainable, and measurable manner, and appropriate activities are not described, then the applicant may not receive a highly recommended score.

#### **III-5. Major Grantee Responsibilities**

The grantee will:

- A. Administer, collect, analyze and report family outcomes data for the state and each local early intervention service area.
- B. Utilize the Parent Involvement Committee (PIC) of the Michigan Interagency Coordinating Council (MICC) as a parent involvement group.
- C. Train and support local *Early On* staff in utilizing a web-based system to collect early childhood outcomes data.
- D. Work with additional grantees as needed to analyze and report early childhood outcomes data to the MDE and local service areas.

- E. Collaborate with other MDE grantees to facilitate the smooth transition of early childhood outcomes data collection to the Michigan Compliance Information System (MI-CIS).
- F. Work with other grantees and the MDE to support monitoring of local programs and the continuous improvement of the early intervention system to include the evaluation of various *Early On* projects and participation in the Continuous Improvement and Monitoring System (CIMS).
- G. Provide quarterly progress reports to the MDE and the MICC.
- H. Provide, within one month of termination of work:
  - A detailed final narrative report to the MDE which discusses activities completed, goals met, and not met.
  - Copies of all products developed as a part of this grant.
- I. Maintain communication with other agencies and groups including collaborating with other major grantees technological capabilities including voice mail, fax, e-mail, and access to the internet.
- J. Develop an evaluation plan to measure the effectiveness of the project and incorporate suggestions for improving the project in future years.

## **Part IV. Application Information and Instructions and Review Criteria**

### **IV-1. Application Review and Approval**

Proposals will be reviewed by a review team. Only those proposals which meet the identified criteria and are in compliance with submission requirements will be considered for funding. Grants will be awarded upon approval of the Superintendent of Public Instruction.

### **IV-2. Review Criteria**

All proposals will be evaluated on the basis of the criteria described. Narrative sections of the proposals should be developed to address each criterion. One hundred (100) points is the maximum score that can be accumulated. The value assigned for each criterion (section) is indicated below.

Please see page 17 for the Grant Criteria and Major Grantee Responsibilities section.

### **Quality of Project Design (30 Points)**

The applicant is asked to describe the objectives and strategies, activities and services (with anticipated timelines) for implementing a project that will address all of the goals of the Qualitative Compliance Information Project.

<b>Not Recommended for Funding (0-6 points)</b>	<b>Recommended for Funding with Revisions (7-16 points)</b>	<b>Recommended for Funding (17-25 points)</b>	<b>Highly Recommended for Funding (26-30 points)</b>
The proposal:	The proposal:	The proposal:	The proposal:
does not articulate objectives that are connected to determining the success of the project.	provides objectives, some of which are measurable, or objectives are not provided for the entire scope of the project.	contains objectives that are attainable and will assist in determining the success of the entire project.	contains clear, attainable, measurable objectives against which the progress and success of the full project will be measured.
does not demonstrate the capacity to utilize technology.	demonstrates some capacity to utilize technology.	demonstrates the capacity to utilize technology for data collection.	demonstrates the capacity to effectively utilize technology in multiple ways for data collection.
does not directly relate activities to the project goals.	contains activities that are not necessarily in direct support of the goals or a majority of the goals are not addressed.	indicates time-framed activities that will support the project objectives. Refers to the majority of the goals.	includes a description of appropriate activities and timelines to achieve project objectives and incorporates all of the goals identified in this announcement.

### **Adequacy of Resources and Commitment (10 Points)**

The applicant should describe projects that have been undertaken in the past related to data collection, analysis and reporting to assure the success of this project.

<b>Not Recommended for Funding (0-1 points)</b>	<b>Recommended for Funding with Revisions (2-4 points)</b>	<b>Recommended for Funding (5-8 points)</b>	<b>Highly Recommended for Funding (9-10 points)</b>
The proposal:	The proposal:	The proposal:	The proposal:
does not provide a discussion that allows one to determine that the applicant has implemented a project that could serve as a basis for a successful data collection project.	provides a discussion of activities that have occurred in the applicant's organization without providing information on the activities, OR success of activities may be discussed, but the activities discussed do not align with the anticipated activities necessary to achieve the goals of this grant.	gives evidence that applicant has successfully implemented a data collection project. The success of that project is discussed.	provides objective evidence that the applicant has implemented comprehensive, complex projects in the past. Evidence of operating a data collection project is prominently discussed. Evidence includes qualitative and quantitative data projects.

### **Quality of Personnel (10 Points)**

The applicant should identify individuals who will be associated with the project and its implementation. In lieu of actual named individuals, the applicant should address the qualities and qualifications of the individuals who would be sought for implementation.

<b>Not Recommended for Funding (0-1 points)</b>	<b>Recommended for Funding with Revisions (2-4 points)</b>	<b>Recommended for Funding (5-8 points)</b>	<b>Highly Recommended for Funding (9-10 points)</b>
The proposal: is missing the description or provides a weak description of how personnel integrate into the administration of the project.	The proposal: suggests personnel to implement the project that have little or no experience in a project of the scope proposed or not exhibiting the skills and training necessary to ensure attention to the elements of a strong <i>Early On</i> system.	The proposal: discusses how specific staff will be assigned to the project and ensure implementation, but may themselves need additional training prior to full implementation of the project.	The proposal: designates responsibilities to specific personnel who are qualified to develop, administer and implement the project. Personnel have significant knowledge of the operation of the Part C system.

### **Quality of Management Plan (20 Points)**

Applicants address the methods by which the project will meet deadlines, achieve goals and attend to continuous improvement.

<b>Not Recommended for Funding (0-4 points)</b>	<b>Recommended for Funding with Revisions (5-9 points)</b>	<b>Recommended for Funding (10-17 points)</b>	<b>Highly Recommended for Funding (18-20 points)</b>
The proposal: does not address how the applicant anticipates implementing, reviewing and adjusting all activities over the course of the project.	The proposal: contains a plan to administer the project.	The proposal: suggests a management plan that will ensure the project be implemented in the manner prescribed by the objectives of the project.	The proposal: includes an effective plan to ensure proper and efficient administration of the project, assuring review of actions for continuous improvement of the implementation of all components of the project.

### **Evaluation (10 Points)**

The applicant is asked to describe the preliminary evaluation plan, and discuss ways that the activities described will be effective.

<b>Not Recommended for Funding (0-1 points)</b>	<b>Recommended for Funding with Revisions (2-4 points)</b>	<b>Recommended for Funding (5-8 points)</b>	<b>Highly Recommended for Funding (9-10 points)</b>
The proposal: gives few details about a plan for evaluation. The evaluation described relies heavily on satisfaction surveys or other less rigorous measures.	The proposal: discusses an evaluation designed to measure some goals of the overall project, but may not address all elements of the required activities.	The proposal: provides the framework for a complete evaluation that measures the degree to which the project succeeds in reaching its goals and objectives.	The proposal: describes a preliminary rigorous and objective evaluation plan that measures the progress and success of the project in achieving its clearly stated and attainable objectives, utilizing concrete and quantifiable means of measurement.

### **Significance (10 Points)**

Points are ascribed for projects that are most likely to be successful in meeting the goals of the project, implementing the required elements, and thus have a significant impact on the quality of Michigan's local *Early On* programs and their ability to impact the lives of families and their young children.

<b>Not Recommended for Funding (0-1 points)</b>	<b>Recommended for Funding with Revisions (2-4 points)</b>	<b>Recommended for Funding (5-8 points)</b>	<b>Highly Recommended for Funding (9-10 points)</b>
The proposal: does not provide a sense that the applicant has the wherewithal to implement a program that would assist state and local <i>Early On</i> programs with the support necessary to significantly impact the lives of families.	The proposal: addresses all goals and expectations of the grant, but the activities discussed do not align with the anticipated activities necessary to achieve the goals of this grant.	The proposal: provides a sense that the applicant has the ability to manage a data collection project that will provide support to the state and local programs, addressing all goals that are outlined for the initiative.	The proposal: elucidates a plan that assures that the applicant has a strong foundational knowledge of <i>Early On</i> , the ability to implement timely and effective training and will implement a comprehensive data collection project to address all goals outlined for the initiative, thus having a significant impact on the quality of Michigan's Part C system.



## **Budget (10 Points)**

This section provides information to demonstrate that the project has an appropriate budget and is cost effective. The budget must be reasonable in relation to the scope of the project and the expected outcomes. Reviewers will be instructed to score this section after reviewing the narrative portion of the application.

Further guidance on allowable costs is provided in OMB Circular A-87 for those fiscal agents that are local education agencies, OMB Circular A-21 for those that are institutions of higher learning, and OMB Circular A-122 for nonprofit community-based organizations that are assuming fiscal responsibility for the grant. The Circulars are available online at:

<http://www.whitehouse.gov/omb/circulars/index.html>.

Applicants are advised to consult Appendix A of the Michigan Public School Accounting Manual to determine appropriate function and object codes for the anticipated expenses for the project being proposed. The Accounting Manual is available online at <http://www.michigan.gov/accountingmanual>.

The budget summary must be completed and signed by the fiscal and administrative personnel of the district/agency/organization. Attach a detail that explains the line totals presented in the budget summary.

<b>Not Recommended for Funding (0-1 points)</b>	<b>Recommended for Funding with Revisions (2-4 points)</b>	<b>Recommended for Funding (5-8 points)</b>	<b>Highly Recommended for Funding (9-10 points)</b>
The proposal: contains a summary, but does not provide a budget detail.	The proposal: provides a budget and detail of expenditures not directly related to the activities proposed in the plan.	The proposal: provides a detail of expenditures directly related to the activities proposed in the plan. Budget summary and/or detail contain minor transposed numbers or addition errors. Some costs may not support or are in excess of what is needed to implement the plan.	The proposal: provides clearly detailed expenditures directly related to the activities proposed in the plan. The expenditures are accurately reflected in the budget summary. Costs detailed are reasonable for the quality of the project activities proposed and align with budget guidelines.

## APPLICATION CHECKLIST FOR GRANT APPLICANTS

Applicant Name \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

- ☐ Is the application in a font no smaller than 10 point?
- ☐ Is the application no more than 30 pages in length?
- ☐ Are the Application Cover sheet and Assurances and Certifications pages signed by the authorized signatory?
- ☐ Is the Budget Summary signed by the authorized signatories?
- ☐ Are the forms and narrative completed and bound to the original and ALL seven copies in the following order?
  - ☐ Application Cover sheet (page 1 of application)
  - ☐ Assurances and Certifications (pages 1a and 1b of application)
  - ☐ Project Abstract (page 2 of application)
  - ☐ Project Implementation Plan (page 3 of application)
  - ☐ Quality of Personnel (page 4 of application)
  - ☐ Budget
    - ☐ Budget Summary (page 5 of application)
    - ☐ Budget Detail
    - ☐ Budget Narrative
  - ☐ Narrative
  - ☐ Relevant support documents

**ATTACH THIS FORM TO THE ORIGINAL APPLICATION, ACCORDING TO  
PACKAGING AND MAILING INSTRUCTIONS ON PAGES 3 & 4.  
APPLICATIONS NOT MEETING THE ABOVE STANDARDS WILL BE DENIED  
AND RETURNED TO THE APPLICANT.**

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**Package received by MDE:**

**Staff initials** \_\_\_\_\_ **Date** \_\_\_\_\_